

Tips to Secure Your Office or Home Office

Take some simple steps to discourage criminals from choosing your home as a target.

Stay Safe in Your Office

1. Keep your windows and counters clear so that people can see what is happening inside. Robbers and attackers like to work in private, and police like to see in.
2. Keep a radio or TV playing fairly loudly in the back room when you're alone in the office.
3. Secure all unused doors and windows, especially if they are in the rear of the office and out of sight and earshot.
4. Whenever possible, avoid being at the office alone.
5. Lock office doors after hours.
6. Immediately report harassing phone calls to your employer and to the police. Review state and local laws to learn what facts might constitute telecommunications harassment. If you suspect that you may be the victim of such harassment, report the facts to the police.

Secure Your Home Office

1. Consider investing in an alarm system if you don't already have one. If you do, make sure you have a panic button feature you can easily use in the room you use as an office.
2. Your home should have deadbolts with full one-inch bolts on all entry doors. These should be installed in addition to existing locksets. If you have a door with glass panels within three feet of the lock, you should have a double-cylinder deadbolt, which requires a key on both sides so that a burglar cannot simply break the glass and reach through to unlock the door. If a door has conventional glass panels, consider replacing them with shatterproof glass or with polycarbonate material.
3. Install a deadbolt lock on your office door, as well as on your exterior doors, so that you can lock yourself in while you call for help. If you work on the second floor of your home, buy a foldaway ladder in case you need to escape from a window.
4. Make sure all porches, entrance areas, and yards are well lit. Turn on exterior lights when you're home at night, plus interior lights when you're away in the evening.
5. Prune any shrubbery that hides doors or windows. Remove tree limbs that allow access to reach second story windows.
6. For a detailed security analysis of your home, contact a bonded professional locksmith who is an accredited member of a National Locksmith Association. At no cost to you, your police and sheriff's department will be glad to help when needed. Call them immediately if you see, hear or have a good reason to suspect that a crime is being committed.